



# **Santa Clara Senior Center**

## **Volunteer Position Descriptions**



### **Adventures to Go Tour Escort**

Volunteer tour escorts collect and prepare materials for trips, assign seats on buses, check in travelers, escort groups on excursions, and attend monthly meetings. Escort works closely with the Travel Administrator, other escorts, bus drivers, and staff.

### **Bingo Attendant**

Volunteers call numbers, determine winners, and ensure guidelines are being followed. Tuesday and Friday afternoons.

### **Blood Pressure Clinic Volunteer Nurse**

Volunteers are friendly individuals with a current CA RN license who have experience taking blood pressures. Individual must possess the ability to engage in social conversation and demonstrate a positive attitude. Thursdays 9:15 to 11:30 am.

### **Computer Lab Class Assistant** **NEW**

Volunteer provides basic assistance to library staff and class participants, ensures only registered participants are in classroom during class, answers questions regarding registration, and assists as necessary. Must have basic computer skills.

### **Dining Out Volunteer**

Individuals assist with set-up, service, and clean up of the meals. Position requires great social skills and the ability to work collaboratively with others.

Monday through Friday late morning and early afternoon.

### **Dining Out Kitchen Aide**

Volunteers assist with clean up after Dining Out Meal. Tasks include clearing and cleaning tables, dishes, serving dishes and pots, and general clean-up. Monday through Friday late morning and early afternoon.

### **Fitness Attendant**

Volunteer Fitness Attendants are individuals who can multi-task and are friendly, patient, and computer savvy. Duties include checking in participants and assisting with the daily operations of the fitness center. Various shifts are available.

### **Fitness Center Volunteer Liaison**

Liaison will work closely with Fitness Program Supervisor. Liaison will be initial point of contact for volunteer fitness attendants. Responsibilities include fitness center scheduling and adjustments to schedule, acquiring substitutes, and scheduling volunteer training. Volunteer must possess good communication skills, good computer skills, and a positive friendly attitude working in a fast paced environment.

### **Front Desk Office Support**

Volunteers may be the first point of contact to residents interested in the Senior Center. Tasks include answering questions, providing information regarding programs, classes, and services offered at the Senior Center, and general office support. Volunteer must be able to use a computer.

### **Games, Games, Games Volunteer**

Volunteer will be present in the game room during the scheduled time to keep games running and show novice players the rules.

### **Health and Wellness Resource Support**

Volunteers research health education topics, set up and maintain a health library, and create displays. Skills needed are dependant on assignment. Various shifts.

### **Lapidary Attendant**

Volunteer will be present in the Lapidary during scheduled hours. Volunteer will assist participants and ensure the guidelines of use are being followed.



Santa Clara Parks and Recreation Department  
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### **Librarian**

Volunteer creates and maintains an organized space in the library/reading room. Tasks include categorizing books and placing them in the appropriate area.

### **Notary**

Notary provides free service in fifteen minute scheduled appointments. Notary must maintain a current notary commission issued by the Secretary of State of California.

### **Sandwich Chef**

Volunteer prepares a set amount of sandwiches as directed by the lead snack bar attendant.

Monday through Friday 7:30 to 9:30 am.

### **Snack Bar Attendant**

Volunteers are friendly, polite, and honest. Snack bar attendants sell food and beverages, restock supplies, use the cash register, do simple arithmetic, and maintain a clean environment. Various shifts.

### **Senior Peer Advocates (SPA) Volunteer**

Volunteer undergoes comprehensive training and attends mandatory monthly meetings for support and additional training. SPA volunteer provides information and assistance to older adults and family during scheduled appointments.

### **Thursday Night Dance Attendant**

Volunteer collects admission fees and ensures all dance participants complete a liability form. Volunteer is responsible for turning in dance receipts and forms to staff. Volunteer must be friendly, honest, and polite.

Thursday evenings 6—9 pm.



### **Therapeutic Recreation Program Volunteer**

Volunteers implement activities & provide hands-on assistance for individuals with disabilities. Assistance may be needed with clerical duties-no experience required. Tuesday through Friday evenings for programs, weekday mornings & afternoons for clerical work.

### **Volunteer Program Support**

Volunteer collects monthly timesheets from program areas and assist with the volunteer program. Volunteer must be creative and organized. Skills necessary vary according to assignment. Computer savvy individuals are a plus. Various shifts.

### **Welcome Newcomers Host**

Volunteer will review and follow program format. Volunteer must possess familiarity with Senior Center programs, services, activities, and facility, enjoy meeting new people and possess and demonstrate the ability to speak to an audience and escort participants on a tour of the facility.

Third Thursday of each month 10:15 am to 12 pm

### **Woodshop Monitor**

Volunteers ensure that participants check in and have received instruction in safety procedures and equipment operation. Volunteer must be able to multi-task, be knowledgeable about woodworking tools, and possess great communication skills.

Tuesday and Thursday mornings.

### **911 Cell Phone Program Volunteer**

Volunteer collects used donated cell phones from the Senior Center every two weeks. Volunteer cleans, charges, and ensures used donated cell phones are in working order, then returns cell phones to Senior Center for distribution.

Do you have special skills you would like to share as a Senior Center volunteer? If so, please contact Susan Bates, Volunteer Administrator, 1-408-615-3181 or [sbates@SantaClaraCA.gov](mailto:sbates@SantaClaraCA.gov)